

CSLPS Leadership Council

Meeting Minutes for October 18, 2020

CALL TO ORDER: The meeting was called to order at 1:03 PM.

INVOCATION: Rev Eunice Chalfant gave the Invocation.

MEMBERS IN ATTENDANCE:

- Attending Board Members: Charles Anderson, Rev Eunice Chalfant, Karla Fuller, Judith Greger, George Melton, Roberta Welsh and Rev Dr Robert Wilson
- Absent: None
- Guests in Attendance: None

VISION AND MISSION:

George invited everyone to read the Leadership Council Vision and Mission Statements together.

Vision: Inspired Conscious Leadership

Mission: Ensuring the health and vibrancy of our ever-expanding spiritual community

CHECK-IN: Each attendee gave a check-in. Karla Fuller announced that she will be leaving CSLPS to pursue her spiritual path with Self Realization Fellowship but will fulfill her commitment on the Board and her financial support for the church through the end of the year.

RE-OPENING COMMITTEE REPORT: Judith gave the CSLPS Re-Opening report. (See report.) The October CSLPS Re-Opening Report was accepted.

SECRETARY'S REPORT/MINUTES: The September 2020 Leadership Council Minutes were accepted as presented.

SENIOR MINISTER'S REPORT: Rev Eunice gave the Senior Minister's Report. (See report)

Motion: A motion was made to set up a contract with John McCloud from Computer Troubleshooters to maintain one computer (of the three in the office) with system connections at \$29/month. This will be paid out of Operating Expenses. **The motion was approved.**

Motion: A motion was made to pay up to \$300 to have the office computers re-wired, clean up the network, reconnect the printers, and install the new router. Because of the contract approved in the previous motion we will receive a 25% discount on this service. This cost will also be taken from Operations. **The motion was approved.**

Two Action items were created to address the computers and ethernet.

Pledge Program: It was agreed that the pledge program will be about sufficiency this year with thank you notes going out instead of pledge cards.

ECCLESIASTICAL REPORT: Rev Eunice presented the Ecclesiastical Core Report. (See report.)

Both the Senior Minister's Report and the Ecclesiastical Report were accepted.

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FINANCIAL REPORTS: Treasurer Roberta Welsh presented the September Financial Reports. (See Report.) The report was accepted. Rev Robert expressed concern over our negatively trending Gross Profit/Loss. He suggested that we need to be mindful of our expenditures.

OTHER REPORTS:

LOGISTICS REPORT: Rev Robert presented the Logistics Report. (See report.) The Logistics Report was approved.

Two new action items were created: Breeze instead of Constant Contact and Tracking Reports for Facebook event attendance – specifically: Sunday Services, Daily Practice and Sunday Meditation.

OPERATIONS REPORT: George presented the Tree Trimming quote, and it was decided that only one tree needs trimming this year at a cost of \$70. Some shrubs were lost this year and last, but George does not think they need to be replaced right now. George will also replace the toilet seat in the bathroom near the kitchen.

ACTION ITEMS:

NEW:

- **Solar Panel Cleaning:** George will check on solar panel cleaning. **NEW**
- **Ethernet cable:** George will work with Jeff Kingfisher about how to set up the ethernet cable. **NEW**
- **Computer Work:** Margee will arrange computer work with Bill. Rev Eunice will speak with Margee about this. **NEW**
- **Breeze instead of Constant Contact:** Rev Robert will investigate using Breeze software instead of Constant Contact for our weekly eblast. **NEW**
- **Tracking Reports:** Rev Robert will set up tracking reports for online attendance of Sunday Service, Daily Practice and Sunday Meditation Service. **NEW**

ON-GOING ACTION ITEMS:

- **Pledge Cards:** Rev Eunice and Roberta will get together to get started on pledge cards for 2021. 10/18/2020: Instead of pledge cards we will issue thank you notes this year. **ON-GOING**
- **Sanctuary Cleaning:** 10/18/2020: It was agreed that the sanctuary requires deep cleaning. The current quote of \$1,000 from Lupita and Pablo included the blinds and windows (inside only), sanitizing the carpets and chair upholstery. The Council agreed that the carpets and chairs should be professionally shampooed using the contractor they used before. We should get a revised quote from Lupita and Pablo for cleaning without the carpet and chair sanitizing but including the bathrooms, kitchen, and all other areas. We also need a cost for window cleaning. George will work with Margee to get all the cost information for:

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- Shampooing carpets and chair upholstery
- Deep cleaning the sanctuary
- Window cleaning

George will email costs to the Board for approval.

Margee will set up the actual work because she would need to schedule it when she is present.

- **Setting up services on YouTube:** Rev Eunice and George will discuss this with Jeff. **ON-GOING**
- **Investigate changing banks:** Roberta presented her bank investigation information. Bank of the West offers loans to non-profits which some banks do not. 1st Bank may also be an alternative. It was agreed that Karla would send an email to Charles and Roberta to ask them to discuss our choices and submit a recommendation to the Council. **ON-GOING**
- **Plan a Leadership Council Retreat:** Because of the timing required to arrange all the cleaning necessary to hold the retreat, the retreat was again postponed. Rev Eunice will consider whether we should hold the retreat next year when the new Council takes over.
STATUS: ON-GOING
- **Parking Lot Repair:** *See previous minutes for the full background on this item.* We have received a quote from Century Paving for \$2,613 to do the “band-aid” job that would patch the worst areas of the parking lot to hold us over for a few years until we can secure a loan to pay for the larger project that is needed. Karla will send an email to Mark Accomando to see if he received back information on that quote regarding the Standard Condition number 3 (Excludes removal of broken asphalt repairs). We want to know what it would cost to cover such removal, or if it is anticipated that there will not be any. Also, we want to know if there was another quote. **ON-GOING**
- **CSLPS Policy and Procedures:** Committee headed by Rev Robert. In addition to reviewing the current Policies and Procedures, this team will review George’s Announcement Guidelines. Note: At the February 16, 2020 Leadership Council Meeting Rev Eunice requested to have a new name for Leadership Council which includes the word Board. Rev. Robert confirmed it must be done in By-Laws. **STATUS: ONGOING**
- **By-Laws Committee** to be headed by Rev Eunice with committee member: George. Would like to start this at the beginning of 2020. (6/22) A possible change to the name of the board (from Leadership Council) will be included in the work of this committee. **STATUS: ONGOING**
- **POS/Payment Processing:** We have our new POS system and will do training once stay-at-home order has ended. **STATUS: ONGOING**

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- **Capital Campaign and Building Development Campaign:** At the February 16, 2020 Leadership Council Meeting the Capital Campaign was discussed briefly. A separate meeting will be needed for beginning a Capital Campaign. Building Development Campaign: Need to have Visioning and Planning – Charles to set up Visioning with Roberta, Vince, and Rev Eunice. **STATUS: ON-GOING**
- **Message Machine Recording and extra phone line.** Rev Eunice will write up a new message for the Center’s Answering machine and George will record it. **As of 8/23/2020:** George will write up the script and record it. **STATUS: ON-GOING**
- **Carpeting for Sanctuary:** We have a quote for \$14,000 to carpet the sanctuary. While this is an important improvement, it was agreed that the parking lot should be taken care of before we begin raising money for this. **STATUS: ON-GOING**

SUSPENDED ACTION ITEMS:

- **Wednesday Night Service Concierge Table:** Rev Mark and George will arrange to have a Concierge table for the Wednesday Night Services and will look for additional members for the Wednesday Night Service Team. **STATUS: SUSPENDED DUE TO CLOSURE**

COMPLETED ITEMS:

- **Add Leadership Council Minutes to CSLPS website:** Rev Robert will continue to look into adding the minutes to the CSLPS website. Karla sent Rev Robert some examples of how it can be done. Rev Eunice recommended we investigate using google docs. Rev Robert will pursue. **STATUS: Complete**
- **Eblast Link and Signup on CSLPS Website:** Robert will work with Scott to set up on our website: a link to our current eblast and a signup form so that people can receive the eblast. **STATUS: COMPLETE**

NEW BUSINESS: No new business.

BENEDICTION: Rev Robert gave the Benediction.

ADJOURNMENT: The meeting was adjourned at 4:01 PM.

Respectfully submitted,

Karla Fuller
Secretary
CSLPS Leadership Council